

ANNEX C

FUNCTIONAL MANAGERS' SYSTEMS REQUIREMENTS

1. Serves as office focal point for all functional matters relating to the use of AIS and microcomputers.
2. Maintains a library of AIS operating procedures for applicable systems/subsystems and personal/microcomputers. Specifies, arranges/provides, or coordinates on specialists training as required.
3. In coordination with other office personnel, develops functional requirements/descriptions and appropriate justification for systems changes necessary for the office for standard, unique, and microcomputer systems.
4. Reviews systems change requests and operating procedures developed by DSIO, other field activities, HQ DLA, or other functional managers to determine impact on the office. Recommends changes as necessary.
5. Provides technical advice and assistance to the office and functional managers with respect to AIS.
6. Researches specific AIS problems/products within the office to identify cause factors to the degree functional specialists can confirm functional requirements were adequately and properly followed in systems design. Requests assistance from other parties/activities when necessary to resolve problems.
7. Participates as required in testing of functional AIS programs and program changes and in studies/reviews of functional systems requirements.